I. LETTER TO THE EDITOR

Letters are one of the most important and popular means of communication. Most of the important official and commercial correspondence is still done through letters. There are two types of letters:

1. **Formal Letters**: to officials, business heads, etc.
2. **Informal Letters**: to relatives, friends, etc.

**Note**: As per the latest CBSE Syllabus students need to study only the Letters to the Editor. Hence, we shall deal only with this type which is under the category of Formal Letters.

**Formal Letters**: Formal letters demand a formal or matter of fact treatment. They are mostly written in impersonal style. Formal letters that students can expect in the examination will be of three kinds:

1. Letters to the editor
2. Business Letters
3. E-mails (Formal correspondence)

**Format of Formal Letters**

There is no definite or fixed format of formal letters. However, students are advised to follow the guidelines laid down by the CBSE Board. It would be safer for them if they follow the guidelines given below:

1. **Sender’s Address**
   - It is generally written on the top left-hand corner. Some institutions and commercial firms have their printed pads or letters. In them the name of the firm or establishment is printed in the middle, e.g.
     - 12, Fort Road
     - Main Market
     - Cochin

2. **The Date**
   - It is generally written just below the sender’s address. Students should write the same date on which they are appearing in that paper. Dates can be written in different ways as is given below:
     - 20th May, 20XX
     - May 20, 20XX
     - 20 May 20XX

3. **Name and Address of the Addressee**
   - Give a reasonable space and write the name and designation of the addressee on the left-hand side below.

4. **Salutation**
   - Generally, the common and popular way of salutation in letters to the editor, business and commercial letters is the use of Sir, Dear Sir or Madam.

5. **The Main Part or the Body of the Letter**
   - Formal letters require a formal and impersonal treatment. There is no scope for unnecessary and superfluous descriptions in such letters.

6. **Complimentary Close and Signature**
   - Formal letters end with the following complimentary closures:
For official correspondence
Yours faithfully
Yours truly
Yours sincerely
Just below the complimentary closure come the signature and the designation of the sender.

* As per the CBSE syllabus, you are required to write a letter to the editor/article in about 100-120 words.

SOLVED EXAMPLES

Q1. You were one among a group of students who represented your state in a national youth exchange programme. It was an eye-opener which made you realise the spirit of unity in diversity. Taking ideas from the MCB unit on National Integration along with your own ideas, write a letter to the editor of a newspaper in 100-120 words on the importance of National Integration. You are Maya/Mohan, 4 Rampur Road, Bareilly.

(Delhi 2015, Set 1)

Hints: • Represented Uttar Pradesh • a national youth exchange programme • an eye-opener • students from the North East • realised the concept of ‘Incredible India’ • show of unity in diversity • live like a family.

Ans. 4 Rampur Road
Bareilly
20th March, 20XX
The Editor
The Times of India
New Delhi

Sub: Importance of National Integration

Sir,
I hope these lines find some space in your prestigious newspaper. I was one among a group of students who represented my state Uttar Pradesh in a national youth exchange programme in New Delhi. It was really an eye-opener. It made me realise how great India is in its plurality. The spirit of unity in diversity is really amazing. What a wonder is the country called India! Students from Mizoram, Meghalaya, Assam, Manipur, Nagaland and Tripura presented a different world of the North-East that is fascinating as well as thrilling. Kashmiri, Dogri, Himachali students presented the splendours of a culture that throbs the valleys and foothills of the Himalayas. Only there, I realised the concept of the ‘Incredible India’.

It was a novel experience to see how students of different religious, regional, cultural and linguistic groups mingled together like one big family. It was a study in contrasts. Their complexions, traits, dresses, food-habits and ways of the life reflected a rich variety. But an underlying unity and national unity echoes in this seemingly diversity. India is really incredible. Our diversity is also the strength of our unity. This spirit of national integration must be encouraged and promoted in every walk of life. We should learn to live like the family of 1.25 billion of people transcending our regional, cultural, religious and linguistic diversities.

Yours sincerely
Maya/Mohan

Q2. The tourism industry can bring valuable income to the country. Using your ideas along with ideas from the MCB unit, Travel and Tourism, write a letter to the editor of a popular daily on how the government and the public can boost the development of this industry. You are Rama/Ram, 4 Rani Road, Ranchi.
Ans. 4 Rani Road
Ranchi
20th April, 20XX
The Editor
The Hindustan Times
Ranchi
Sub: Boosting tourism industry in India

Sir,
Through the column of your esteemed daily, I want to highlight the tremendous potentiality that tourism industry has in India. The tourism industry can easily be a money-spinner as it can bring valuable income to the country. Let’s first explore the new avenues for international tourists in India. It has been a great shame for us that India has not been even among the top ten in the international market. We have breathtaking views of the Himalayas, beautiful valleys, wonderful hill stations, a very rich wild life, including the tiger and the rhino reserves. India can boast of fascinating beaches in Goa and Kerala. We have the Taj Mahal and the Fatehpur Sikri in Agra; Madurai and Tanjavur in Tamil Nadu; Sanchi in MP and Nalanda in Bihar. The ghats of Varanasi and feudal splendours of Rajasthan need no introduction. Only we will have to revamp our strategies. We will have to re-woo our tourists. Instead of running after the recession hit western Europe and America, we must explore new avenues in China, Russia and Brazil. China attaches 50.9 million tourists every year. India manages just 5.1 million tourists. We will have to fill up the gap.

Domestic tourism can’t be neglected. States like Karnataka and Kerala have shown the way to the other states of India. They have attracted budget domestic tourists by providing clean and affordable accommodation. Enhanced infrastructure, such as good roads, airports and good hygiene will attract more international as well as domestic tourists. Surely, tourism industry can bring valuable income to the country.

Yours sincerely
Rama/Ram

Q3. You are Sameer/Sapna. You are a regular visitor to the Prasad Nagar Lake. Of late residents of the colony have been disturbed by the constant flow of foul smelling water in the lake garden and generally falling cleanliness standards. Taking hints given in the input below, along with your own details, write a letter to the Editor of a local daily emphasizing the urgent need to improve the hygienic conditions of the park.

Problems:
• Repeated bursting of a sewer line running next to the lake garden.
• Accumulation and stagnation of foul smelling water in the lake.
• Heavy presence of algae in the lake.
• Boating facilities that are provided are hampered.
• Fish farming hampered.

Ans. 12, Swami Nagar
Prasad Nagar
Mysore
12th April, 20XX
The Editor
The Deccan Herald
Bangalore

Sub: Unhygienic conditions of Prasad Nagar Lake and its surroundings

Sir,
Through the column of your esteemed daily, I express my anguish at the deterioration of Prasad Nagar Lake and its surroundings.

There was a time when Prasad Nagar Lake and its surroundings were considered to be the most beautiful spot in the area. It is a pity that within a decade everything has reached a stage of decay and deterioration. I am a regular visitor to the lake. Of late residents of the colony have been disturbed by the constant flow of foul smelling water into the lake garden. This has been caused due to repeated bursting of a sewer line running next to the lake garden. The foul smelling water accumulates and stagnates in the lake. This has resulted in heavy presence of algae in the lake. It has hampered the boating facilities provided here by the authorities. The state of fish farming is quite deplorable.

I hope this letter will arouse the concerned authorities out of their hibernation. They must take immediate and effective steps to bring the lake and its surroundings back to its former grandeur and glory.

Yours faithfully
Sameer/Sapna

Q4. As an enlightened citizen of the country, you are concerned about the problems faced by the residents of Kanpur. Using the information given in the input below along with your own details, write a letter to the editor ‘The Herald’ expressing your views on the subject.

Hints: must have basic infrastructure * civic amenities * sewage system * drainage * unplanned urbanization * illegal constructions * violation of laws * urgent need * basic needs * clean water * good transport * medical facilities.

Ans. 22, Dalton Ganj
Kanpur
16th May, 20XX

The Editor
The Herald
Kanpur

Sub: Problems faced by a city like Kanpur

Sir,
Through the column of your esteemed daily, I want to highlight the problems faced by our city, Kanpur.

The city has to cater to the demands and civic amenities of millions of people. It must have a basic infrastructure and civic facilities. Good transport facilities, mass housing projects, a scientific sewage system and good drainage are some of the basic requirements of the residents. Another important issue is to provide pure and clean water for drinking to the general public. A network of good roads helps in streamlining the transport system and the traffic. The medical services should be readily available at reasonable rates in the government hospitals. Unfortunately, all these infrastructures and facilities are conspicuous by their absence in Kanpur city. Unplanned urbanization, encroachments, illegal constructions and frequent violations of the law have made Kanpur a huge slum not suitable for human habitation.
While preparing any blueprint of a modern city the emphasis must be laid on the superstructure and the infrastructure. Only by updating and upgrading the sewage, drainage, transport, water and electric conveniences and medical facilities we can make Kanpur a pleasant place to live in.

Yours faithfully

Sharat/Sharon

Q5. Given below is an extract from an article in ‘Newsweek’:

‘For years, I ate fast food because it was efficient and cheap. I had no idea I could be damaging my health,’ says Caesar Barbar, 56, a maintenance worker with heart disease.

Write a letter to the editor of a daily newspaper on the health hazards caused by junk food using your own ideas and ideas given in the input.

Hints: • Globalization • even globalized food habits • craze for fast foods • mushroomed • fast foods tasty but bad for health • junk food causes obesity and indigestion • good for junkies only.

Ans. 12, Police Bazar
Shillong
Meghalaya
20th April, 20XX
The Editor
The Meghalaya Times
Shillong

Sub: Health hazards caused by junk food

Sir,

Through the column of your esteemed daily, I want to highlight the health hazards being caused by eating the so called ‘fast or junk food’.

The globalization is not confined to the economy only. Even our food habits have been globalised. The craze for fast foods like burgers, pizzas and pasta has increased in recent years. The youth have developed special liking for them. McDonalds, KFCs, Pizza Huts are leading multinationals who promote junk foods.

The junk food, no doubt, tingles our tastebuds. But it has little or no nutritional value. The general public, particularly, the youth must know the health hazards caused by the regular eating of junk food. It causes obesity. Habitual eaters suffer from many other diseases of liver, digestion and kidneys. Let us remember that fresh food cooked in our kitchen with a liberal use of vegetables and fruits is really tasty as well as nutritious. The junk food is good only for ‘junkies’.

Yours faithfully

Ravi

Q6. You are Revathy. You happened to see the following news item in the newspaper about the popularity of Indian Handicrafts abroad. But you are unhappy about the lack of recognition given to the artisans by the Government. Using the information given below and your own ideas, write a letter to the editor of a newspaper about the difficulties they face and the steps to be taken to solve their problems.

Indian Handicrafts sought after

New Delhi: Indian Handicrafts are in great demand in the US, Europe and the Gulf countries. The artisans feel their products are not given the required publicity. Further the products are bought from them at very low prices by the middlemen and sold later at high prices abroad. They hope that the Government would do something in this regard.
Ans. 12, Ansari Road
Daryaganj
New Delhi-110002
6th April, 20XX
The Editor
The Times of India
New Delhi

Sub: Promotion of Indian handicrafts

Sir,

Through the column of your esteemed newspaper, I want to highlight the difficulties and plight of the artisans who make the design of Indian handicrafts. Indian handicrafts have earned quite a name and fame abroad. Indian handicrafts are in great demand in the US, Europe and the Gulf countries. The businessmen and their agents mint money at the cost of the artisans. They exploit them. The Government is indifferent to their problems. The poor artisans and craftsmen never get the raw material at reasonable rates. Then comes the problem of selling their finished products. The touts and middlemen decide their fate and rates. It is shocking that most of these artisans live in perpetual poverty, want and neglect. The Government must come out with a blueprint that may lead to the promotion of Indian handicrafts and the protection of the artisans. Co-operatives must be encouraged. The artisans and craftsmen must be provided easy loans to buy the raw products. The middlemen and crafty businessmen should not be allowed to fleece them. Only such positive steps can promote Indian handicrafts abroad and save the exploitation of the native artisans.

Yours faithfully

Revathy

Q7. You are Irina Mathews, President of ‘Girls Association of India’. Using the fact sheet given below, write a letter to the Editor of a national daily promoting the cause of girl child and discouraging its killing.

<table>
<thead>
<tr>
<th>We are proud of our GOODWILL AMBASSADORS For SAVE THE GIRL CHILD CAMPAIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sania Mirza 2005 Tennis sensation</td>
</tr>
</tbody>
</table>

Our young Girl Achievers have contributed significantly in spreading awareness about the value of Girl Child in every Indian family. Remember, we can correct the gender imbalance by caring for our daughters as we do for our sons.

Ans. 12, T. Nagar
Chennai
8th July, 20XX
The Editor
The Hindu
Chennai
Sub: Promoting the causes of girl child

Sir,

Through the column of your prestigious newspaper, I advocate to promote the cause of the girl child. I also express my great contempt, concern and anxiety at the female foeticide and the killing of the girl child.

It is quite unfortunate that inspite of legal parity and equality of genders, many sections of our society still entertain the age long bias and prejudice against female children. The disparity between male and female children is widespread. As President of ‘Girls Association of India’, I laud the efforts of ‘Goodwill Ambassadors’, for ‘Save the Girl Child Campaign’. Many leading sportspersons have come forward for the cause. Sania Mirza, Joshna Chinappa and many others have joined the campaign. All these ‘Goodwill Ambassadors’ have stood for the equality of sexes. Besides, Sakshi Malik—Bronze medallist at Rio Olympics 2016, PV Sindhu—Silver medallist at Rio Olympics 2016 and Mary Kom—Bronze Medallist at London Olympics 2012 have proved that women no longer lag behind men. We should care our daughters as much as we do for our sons. We should give them good education and opportunities. They will show better results than their counterparts. Only then we can protect the girl child and remove the gender imbalance.

Yours faithfully

Irina Mathews

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Q8. You are Amritha. You happened to take part in a medical camp organised by your club in a remote village in Bihar. You are surprised to find that most of the people there have no awareness of basic health or hygiene. As a concerned citizen you decide to take up their cause and organise camps where the villagers can be told about the importance of hygiene. Taking ideas from the notes given below and along with your own ideas, write a letter to the editor of a newspaper highlighting such problems and encouraging youngsters to join you in the campaign.

Hints: • Causes for ill health • regular discussions and camps to be held • a small dispensary to be set up • youngsters to volunteer.

Ans. 12, Civil Lines
Muzaffarpur
Bihar
5th April, 20XX

The Editor
The Times of India
Patna

Sub: Awareness of basic health and hygiene in Bihar villages

Sir,

Through the column of your esteemed daily, I want to highlight the need for awareness of basic health or hygiene in remote villages in Bihar.

I took part in a medical camp organised by ‘The Lion’s Club’ in a remote village in Bihar. I was shocked to see the pathetic condition of the people living there. I was surprised to know that most of the people have no awareness of basic health or hygiene. They live in primitive and sub-human conditions. There is no arrangement for clean drinking water. The drains are
open. They stink and breed mosquitoes, flies and insects. The people frequently suffer from many diseases like malaria, dysentery and TB.

The Club has decided to take up their cause seriously and organise camps in the remote villages. The villagers will be enlightened about the need to maintain proper health and hygiene. There is a plan for opening a small dispensary there. Youngsters will be encouraged to volunteer their service for the noble cause.

Yours faithfully

Amritha

Q9. Vineet/Vani, 165, Ramakrishna Road, Kolkata comes across the following article in a newspaper. He/She is concerned about the need of water as a basic amenity and decides to write a letter to the Editor, The Telegraph, Kolkata highlighting the need to save water and raise the water table.

Hints:
- Bottling of water is a thriving business in India
- Rivers are being sold
- Greedy, uncaring and unfair companies are eyeing water supply in big cities
- Companies interested in selling water but play no role in conserving water
- Water resources are facing a serious threat of depletion
- Wells, hand-pumps and tube wells are sucked dry
- If water table falls, farmers will be unable to cultivate crops.

Ans.

165, Ramakrishna Road
Kolkata
10th May, 20XX

The Editor
The Telegraph
Kolkata

Sub: Need to save and harvest water

Sir,

Through the column of your prestigious newspaper, I want to highlight the urgent need to save and harvest water and raise the water table.

Water is the basic necessity for human beings, animals and birds. Globalisation of our economy has given a free rein to the multinationals. Bottling of water is a thriving business in India. The companies are minting money in the name of providing pure and clean water to people. Rivers are being sold. They are eyeing water supply in big cities. They play no role in conserving water. Water resources are facing a serious threat of depletion. Wells, hand pumps and tube wells are sucked dry. If water table falls, farmers will not be able to cultivate crops. It will create chaotic conditions.

The Government and the public must understand the urgent need to save water. We should not waste a drop of water. Water harvesting must be done on a large scale in the rainy season. We must store water in lakes, tanks and ponds. Recycling of water is the need of the hour. Let us take urgent steps to meet the urgent situation. Act before it is too late and the situation becomes beyond redemption.

Yours faithfully

Vineet/Vani

Q10. Read the two graphs given below. Graph ‘A’ shows the increase in the carbon dioxide content in the atmosphere and Graph ‘B’ shows its effect on the temperature that has led to global warming. As Nalin, write a letter to the editor of ‘The Times of India’, showing
concern over the matter. Give reasons for the increase in global warming and global temperature and suggest means to curb it.

Ans.
12, Kasim Manzil
Main Market
Dibrugarh
Assam
20th June, 20XX
The Editor
The Times of India
Guwahati

Sub: CO\textsubscript{2} and Global Warming

Sir,

Through the column of your esteemed daily, I want to highlight the increase in the carbon dioxide content in the atmosphere. This has resulted in global warming and rise in global temperature. We are condemned to pay a very high price of development and progress. Over the last decade our environment and atmosphere have suffered a severe degradation. The content of carbon dioxide in the atmosphere has been steadily but surely on the rise. In 1991, its level in the atmosphere was near 855. In ten years, it has gone up to 870. Similarly, the global warming has resulted in a steep rise in temperature. Larger the content of carbon dioxide in the atmosphere, greater is the global warming.

Nothing has caused so much havoc as the deforestation done on a very large scale. Trees are the main source of oxygen. Burning of firewood, coal and LPG increases CO\textsubscript{2} level in the atmosphere. Vehicular smoke is another cause of enhancing the CO\textsubscript{2} level. If effective and prompt steps are not taken to minimise CO\textsubscript{2} level, the whole atmosphere will turn into a gas chamber. We have to strike a balance between the progress and survival. All factories, vehicles and devices that produce more than the required level of CO\textsubscript{2} must be banned. Reforestation must be launched on a big scale to counter the rise of CO\textsubscript{2} in the atmosphere. Save the atmosphere. Otherwise our survival itself is in danger.

Yours faithfully

Nalin
Q11. You happened to overhear the following dialogue:

Sumesh: School is so boring nowadays.
Ramesh: We are treated as machines and fed on mere facts.
Sumesh: I hope the classes were more interesting.

Write a letter to the editor of a national daily suggesting how the educational curriculum could be made more flexible and relevant to the changing economy and environment. Using the information given above along with your ideas.

Ans. 12, Civil Lines
Amritsar
20th May, 20XX
The Editor
The Times of India
Amritsar, Punjab
Sub: Making educational curriculum flexible and relevant
Sir,
Through the column of your esteemed daily, I want to bring to your notice that our educational curriculum doesn’t meet the requirements of the changing economy and environment. It is quite unfortunate that education and schooling have become so boring and uninteresting. The children are treated like machines and fed on mere facts. The curriculum lacks flexibility and relevance. Such a static and stagnant education system can’t meet the requirements of liberalisation and globalisation. The whole system and curriculum need to be restructured. Instead of producing clerks and civil servants, it must aim to produce better managers, bankers, technocrats and scientists. Those who prepare the educational curriculum must remember that their aim must be to produce harmonious personalities. Our education must produce such enlightened and talented young men who may face the challenges of the changing economy and environment.
Yours faithfully
Ramesh Sinha

Q12. You are Aamir/Archna of Begumpet, Hyderabad. You are not happy with the sanitary conditions of your locality. Using the hints given below together with your own ideas, write a letter to the editor of a national daily showing your deep concern and dismay at the pitiable sanitary conditions of your area.

Hints: • Sanitary conditions deplorable • heaps of garbage • drainage blocked • no dustbins • sweepers don’t visit regularly • waterlogging and mosquitoes.

Ans. 12, Begumpet
Hyderabad
20th April, 20XX
The Editor
The Hindu
Hyderabad
Sub: Deplorable sanitary conditions
Sir,
Through the column of your esteemed daily, I am constrained to express my resentment and dismay at the deplorable sanitary conditions prevailing in our area. I am a resident of Begumpet, Hyderabad. The area is hardly suitable for human habitation. First things first, the number of sweepers employed in this area don’t meet the demands of the residents. As a result, heaps of garbage are piled up in the lanes. The drains are open and hence, they get blocked very often. Waterlogging is another serious problem of the area. Water starts stagnating and becomes a breeding ground for mosquitoes and other insects. During the summer and the rainy season, the residents suffer from water-borne diseases, like cholera, malaria and dysentery. In spite of repeated reminders, the concerned authorities have been sleeping over the problem. The number of safai karamcharies must be increased. Waterlogging demands prompt attention. All such steps will surely improve the sanitary conditions of the area and make it a pleasant place to live in.
Yours faithfully
Aamir/Archna

Q13. You are Rameshwar. You read an article in a national daily highlighting the wanton killing of animals for fun, furs and fashion. Taking help from the hints given below together with your own ideas, write a letter to the editor of a prestigious national daily expressing your concern.

Hints: • Animals hunted for centuries for fun • foxes, deer, elephants, crocodiles, tigers hunted for skin and furs • cosmetics, chessboard pieces, belts, purses, fur caps and jewellery made from animals • complete ban on hunting and poaching • danger of extinction.

Ans. 12, Civil Lines
Gandhi Nagar
Gujarat
20th May, 20XX
The Editor
The Times of India
Gandhi Nagar
Sub: Wanton killing and poaching of wild animals for furs and fashion
Sir,
Through the column of your esteemed daily, I want to express my deep concern and anxiety over killing and poaching of wild animals. The most unfortunate thing is that they are killed and poached for fun, fashion and luxury. Every year thousands of foxes, deer, tigers, elephants, crocodiles and snakes are illegally hunted down and poached. Many animals are on the verge of extinction. The survival of animals is linked with the survival of man himself. Any imbalance will have far reaching consequences for the ecology, environment and human survival. Shrinkage of forests has threatened the very existence of animals.
Ivory items, jewellery, purses, fur coats, caps and medicines are made from animals. The poaching and killing of animals for fashions must be stopped forthwith. The guilty must be given exemplary punishments. The concerned authorities must take all possible steps to let wild animals live in peace in their safe surroundings.
Yours faithfully
Rameshwar
Q14. Ram Kumar Mishra is a resident of Ram Nagar, Bhopal. After reading a newspaper write-up that Bhopal Development Authority has decided to allot a 80-acre plot of land reserved for a garden and green belt to develop a residential colony, you express your resentment and dismay by writing a letter to the editor of a national daily asking the authorities to drop this plan. Taking help from the hints given below and using your own ideas on the subject, complete this letter.

Bhopal, 20th May

Bhopal Development Authority has decided to develop a residential colony near Ram Nagar. It had decided to allot a 80 acre area reserved for the green belt and garden to build flats. This decision of the Authority is facing a strong opposition from the residents and the environmentalists. ....................... .

Ans. 12, Ram Nagar
Bhopal
20th May, 20XX
The Editor
Nai Duniya
Bhopal

Sub: Proposal to allocate 80-acre green belt for housing colony

Sir,
The beautiful city of Bhopal is slowly but surely being converted into a concrete jungle. The recent decision of Bhopal Development Authority to allot 80 acre green belt near Ram Nagar for building a housing colony is quite unfortunate. As expected, the proposed project is meeting a stiff opposition from the environmentalists and the residents of Ram Nagar. The green belts and forests are the support-line and lungs of Bhopal. This project will lead to felling of innumerable trees. It will degrade the environment and the landscape. It is in the interest of residents and the environment to drop this project for good. I hope the Authority will never entertain the idea of spoiling peace, tranquility, landscape and the environment of the place and the city.

Yours faithfully
R. K. Mishra

Q15. You are Raghav/Ragini. You feel that your state Rajasthan has a tremendous potentiality to attract tourists, particularly international tourists. Write a letter to the editor of a national daily suggesting ways and means to improve facilities for tourists to the state.

Ans. 12, Civil Lines
Jaipur
20th March, 20XX
The Editor
The Times of India
Jaipur

Sub: Rajasthan’s tremendous potentiality for tourists

Sir,
Through the column of your esteemed daily, I want to highlight the untapped tremendous potentiality for tourists in Rajasthan.
It is quite unfortunate that India has not been able to exploit its rich cultural diversity and heritage to its advantage. Even small countries like Thailand and Malaysia attract more international tourists than India. Our state Rajasthan is a major draw for the international tourists. But lack of basic infrastructure and facilities hampers the promotion of tourism in the state on a large scale.

Rajasthan has a rich cultural heritage and history. Its forts, havelies, deserts, lakes and national parks have lots of potentialities and attractions for all kinds of tourists. Every tourist wants a pleasant and comfortable stay. No doubt, Jaipur and Udaipur can boast of some hotels that match with the best in the world. But their number is too small. More hotels are required to cater to the needs of the budget-tourists. Touts and greedy travel agents bring a bad name to the state. Safety and freedom are the basic requirements for the promotion of tourism in the state.

I hope the Department will take necessary steps to attract more and more tourists to our beautiful and wonderful state.

Yours faithfully
Raghav/Ragini

Q16. Taking help from the information given below, write a letter to the editor of a national daily complaining him about the lawlessness and chaos prevailing in your area.

Hints: • Many incidents of thefts and robberies • Chain snatchings and eve-teasing • Criminals having free time • Police patrolling inadequate • Law and order must be maintained.

Ans. 12, Civil Lines
Amritsar
20th May, 20XX
The Editor
The Tribune
Chandigarh

Sub: Lawlessness and crimes in Civil Lines, Amritsar

Sir,

Through the column of your prestigious daily, I want to highlight the lawlessness and chaos prevailing in Civil Lines, Amritsar. Amritsar has witnessed some unholy activities like thefts, dacoities, robberies and even murders in recent months. This has made life quite unsafe and miserable in the city.

I am a resident of Civil Lines. It is an area inhabited by important government officials, rich and powerful citizens. However, of late it has earned the notoriety of being the most criminal-prone area in the city. Everyday we hear thefts and robberies committed in one part of the locality or the other. The murder of a senior citizen last month has resulted in the total loss of faith in the local police. Cases of chain snatching have become the common feature of life in the area. Women rarely move out of their houses after dark.

We suggest some immediate and effective measures to restore law and order in the area. There should be extensive police patrolling after sunset to ensure safety to young girls and women. Exemplary punishment should be given to the law breakers and criminals. I hope the local police will take immediate and effective steps to restore peace, law and order in the area. The earlier, the better.

Yours faithfully
Satwant Kaur
Q17. Taking help from the information given below, write a letter to the editor of a national daily urging the administration to increase in the numbers of ‘University Special’ buses on different routes in the city.

Hints:  
• The number of buses inadequate  
• Students face difficulties  
• Ease the situation  
• More ‘University Special’ buses on different routes.

Ans. 12, Ramjas Road  
Karol Bagh  
New Delhi  
20th July, 20XX  
The Times of India  
New Delhi  

Sub: More ‘University Special’ buses for students

Sir,  
Through the column of your esteemed daily, I want to remind the concerned authorities about the urgent need of adding more University Special’ buses for students. Delhi University and its affiliated colleges have thousands of new students on their rolls in recent years. These students come from different parts of the city. They face a lot of inconvenience to reach their respective colleges. The authorities have arranged for some ‘University Special’ buses for the students. However, their number is too small to meet the growing demand of students. The buses are overcrowded. Many students have to stand on the foot-boards. They frequently hurt themselves and sometimes they meet with serious accidents. The number of ‘University Special’ buses should be increased to meet the requirements of students on different routes. The authorities can hire additional buses to meet the requirements on ad-hoc basis. These steps if taken in right earnest, will definitely relieve the situation to a large extent.

Yours faithfully

Jai Singh

Q18. You are Maya/Mohan, 48 Court Road, Trichur. You had been to a tourist spot and were disappointed at the way the place was being maintained. Write a letter in 100-120 words to the editor of a newspaper on how places of tourist interest should be made tourist friendly. Take ideas from the notes given below:

Notes:  
• Utter neglect  
• preserve the national heritage  
• encroachment and vandalism  
• poor maintenance  
• no security and safety  
• make it tourist friendly

Ans. 48 Court Road  
Trichur  
20th April, 20XX  
The Editor  
The Times of India  
New Delhi  

Sub: Poor maintenance of tourist spots

Sir/Madam,  
Through the column of your esteemed daily, I want to highlight the utter neglect and the power maintenance of our tourist spots. The Archaeological Department of India and the concerned authorities must take immediate steps to preserve our national heritage from degradation, encroachments and vandalism.
Last Sunday, the visit to the Tughlaqabad Fort in South Delhi disappointed me beyond words. No doubt, the exterior, the outerwalls of the Fort have been given a face-lift. The situation inside speaks of utter neglect and poor maintenance. The ruins are not shelter for druggists, gamblers and all kinds of anti-social elements. There is no security and safety for a few tourists who venture to visit the place. Most parts of the Fort have been encroached by the greedy property dealers and the muscle men of the area. The Tughlaqabad Fort is a very important heritage site of historical value. The complex has the grave of Ghasuddin Tughlaq and many other buildings raised during the time of Mohammad-bin-Tughlaq.

This place of immense historical value and a great tourist spot, needs immediate attention and protective steps. The place must be cleared off the illegal encroachments without any further delay. Even pathways, lawns and lights need immediate attention. Security of tourists, especially of women and foreign tourists must be ensured to attract tourists in large numbers. The place must be made tourist friendly. I hope the necessary steps will be taken immediately by the concerned authorities in this regard.

Yours faithfully

Maya/Mohan

Q19. You are Radha/Raghu, C-15, Mayur Vihar, Delhi. Write a letter to the editor of a newspaper on the consequences of climatic changes due to various man-made reasons. Take ideas from the notes given below:

Notes:
- Deforestation
- Pollution
- Unlimited needs and limited means
- Encroachments
- Unplanned urbanisation & industrialisation

Ans. C-15, Mayur Vihar
New Delhi
20th March, 20XX
The Editor
The Hindustan Times
New Delhi

Sub: Consequences of climatic changes

Sir,

Through the column of your esteemed newspaper, I want to express my deep concern and anxiety on the climatic changes due to various man-made reasons.

Man is responsible for all the degradation of the environment. It started with the indiscriminate felling of trees. The deforestation has led to innumerable harms to the environment and ecology. Trees provide oxygen and absorb CO₂ from the atmosphere. The clearing of forests led to droughts and dryspells. This has resulted in global warming and sudden climatic changes. Pollution of air, water and land is making our living quite miserable. Our seas, rivers and lakes are also polluted. They have become dumping grounds for human and industrial wastes. Glaciers are melting. So are the ice volumes of the Poles. Man’s unlimited needs and limited natural resources are further aggravating the problem. Unplanned urbanisation and industrialisation has adversely affected the landscape and climate. Let us check degradation of the environment and make this planet a pleasant place for human habitation.

Yours faithfully

Radha/Raghu
Q20. As an aware citizen of the country, you are concerned about the increase in road accidents in India. Interpret the graph given alongside and using your own ideas, write a letter to the editor of the newspaper ‘The Chronicle’. You are Arun/Anita.

Ans. 12, Patliputra Colony
Patna
8th March, 20XX
The Editor
The Chronicle
Patna
Sub: Increase in road accidents in metros

Sir,

Through the column of your esteemed newspaper, kindly allow me to express my great concern and anxiety at the increase in road accidents in the metropolitan cities of India. It is quite disturbing that over the last few years there has been a steady increase in the number of people killed in road accidents in our country. In the year 2013, 2014 and 2015, 137,000, 139,671 and 146,000 people died respectively in road accidents in India. Most of these accidents were caused by rash and negligent driving. Drinking and driving has become quite a common feature. The rules of the road safety and caution are thrown to the winds. The concerned authorities must give exemplary punishments to the rash and negligent drivers. Drinking and driving can’t go together. The defaulters must be heavily fined or punished. The traffic police must enforce the rules and culture of the road very strictly. Only then our roads will be safe and secure.

Yours faithfully

Bimla

Q21. Taking help from the information given below, write a letter to the editor of a national daily showing your concern at the rising number of vehicles and cars on the roads of big cities in India. This causes not only a great inconvenience to the people but also has become a great health hazard for others. Give your suggestions for checking the number of vehicles on roads and promoting of a cheap and affordable public transport.

Notes:
- Growing number of vehicles and cars
- Emit carbon monoxide and other harmful gases
- Pollution of the air and noise pollution
- Health hazards
- Affordable public transport only solution

Ans. 12, Napeon Sea Road
Mumbai
12th February, 20XX
The Editor
The Times of India
Mumbai

Sub: Limiting the number of vehicles and cars and promotion of affordable public transport
Sir,
Through the column of your esteemed newspaper, I want to highlight the damaging effect of the growing vehicles and cars on the environment and the general health of the masses.
The advent of ‘Maruti’ brought a revolution in the road culture of India. With liberalisation of our economy, many Korean, Japanese, American and European companies started producing lakhs of vehicles, trucks and cars every year. Within the last two decades, the number of vehicles has reached to an unmanageable limit. The growing prosperity of the middle classes has added to the craze of owning new Fords, Hyundais, Mercedes, BMWs and Hondas. This has led to disastrous results. The smoke these guzzlers emit pollute the air making it unsafe for human use. Respiratory diseases and asthma have shown a marked rise in the recent years.
I suggest that the Government must limit the number of vehicles on the roads. Only one car be allowed to one family. Those who own bigger cars using more petrol or diesel must be taxed. The government must promote a cheap and comfortable public transport system. The number of buses and metro-trains should be increased. I hope all these measures will bring order and peace on the roads of India.
Yours faithfully
Amrita

Q22. Taking help from the information given below, write a letter to the editor of a national daily showing your concern at the outdated education system which has not helped in creating more jobs in India. Also suggest some measures to make it more meaningful and job-oriented.

Notes:
- Colonial influence
- Not job oriented
- Job-oriented
- More academic than practical
- Vocational training compulsory

Ans. 12, Albany Cottage
Nanital
15th September, 20XX
The Editor
The Hindustan Times
New Delhi
Sub: Job-oriented education
Sir,
Through the column of your prestigious newspaper, I want to highlight that education system in India needs a new definition and direction.
Our present education system is merely a continuation of the Macaulian system of the colonial era. It is highly loaded in favour of academics. The old practices and traditions continue. The school education provides little or no vocational and technical training. The results are quite unproductive. Our educated young men and women don’t get meaningful employment. Their frustration finds outlets in crimes and violence. It doesn’t augur well for the nation and its youths. The government and the concerned educationists must take stock of the education system from new and meaningful angles. First of all, vocational and technical education and training should be made an essential part of high-school education. Every student must be asked to choose or select his trade or vocation. Adequate coaching and vocational training must be provided at the school level itself.

120 English-Communicative–X (Writing Skills)
I hope the government and the educationists will rise up to the occasion and give a new definition and direction to our outdated education system.

Yours faithfully
Mohan/Mohini

Q23. You are Ram/Rehana. You genuinely feel that despite the ban on tobacco-related advertisements and the law against smoking in public places, the consumption of tobacco and its products is on the rise in India. You are of the opinion that banning such adds will not serve the purpose. The government should come out with a blanket ban on the use of tobacco and the closure of tobacco industry. Only such drastic measures will eliminate this evil. Write a letter to the editor of a national daily expressing your views and suggestions.

Hints: • Smoking in public • law not effective • consumption of tobacco and its product • alarming rise in cases of oral and lung cancer • blanket ban must • closure of tobacco industry • drastic measures and exemplary punishments • awareness among public.

Ans. 12, M.G. Road
Imphal
Manipur
10th October, 20XX
The Editor
The Statesman
Kolkata
Sub: Ban on tobacco and closure of tobacco industry
Sir,
Through the column of your esteemed daily, I want to highlight that the steps taken by the government against smoking have proved quite inadequate and ineffective. Only a blanket ban on the use of tobacco and the closure of tobacco industry will root this evil out of the country. No doubt, the government has made tobacco related advertisements mandatory. It has also passed the law against smoking in public places. But these steps have not produced the desired results. The consumption of tobacco and tobacco products is growing steadily in India. About nine lakh people die of tobacco related diseases every year. Deadly diseases like cancer have shown a steady rise. Addiction to tobacco, the silent killer, is increasing, particularly among the youths and students. The government must eliminate the root cause of this evil. No doubt, tobacco is a great source of revenue for the government. But millions of lives are more precious than earning this revenue. The only way to resolve this problem is the closure of tobacco industry and complete ban on smoking and consumption of tobacco. The earlier, the better.

Yours faithfully
Ram/Rehana

Q24. You are Arushi/Aman. You genuinely feel that ‘Capital Punishment’ in no way takes justice to its logical end. Using the information given below, along with your own views, write a letter to the editor of a national daily advocating for the abolishment of Capital Punishment in India and abroad. Give at least three reasons to prove your point.

Hints: • Legal system • still colonial • practices of blood for blood continue • capital punishment barbaric • state can’t take away the life • aim of punishment reformatory • can’t take away right of redemption • life must be saved at all costs.
Ans. 20, Khwaja Niwas
Bari Dargah Road
Ajmer
5th June, 20XX
The Editor
The Times of India
New Delhi

Sub: Abolishing capital punishment

Sir,
The world has made big strides in science and technology. The legal system in India has its roots still in the colonial penal codes. Unfortunately, the barbaric practices of ‘blood for blood’ still continues in the form of capital punishment. We still have not come out of the middle ages. Hence, the barbaric practice of awarding the capital punishment still continues in India and some other countries of the world.

If the state can’t grant life to anyone, how can it take away the life of a person? Natural law doesn’t approve of such barbaric and inhuman practices. Secondly, the aim of punishing a person for the crime he has committed is reformative. Capital punishment doesn’t leave any scope for reformative chances. Thirdly, birth and death are natural processes and can’t be terminated by the arbitrary will of the state. The state should not take away the right of redemption of an individual by sealing his fate forever. A civilised and human society must have civilised and human laws. There should be no place for any traces of barbaric practices of the middle ages in the modern world.

I hope this message will touch the conscience of thousands through the column of your esteemed daily.

Yours faithfully
Arushi/Aman

Q25. Using the information given below and inventing your own ideas, write a letter to the editor of a national daily showing your concern at the mushrooming of illegal colonies and slums in all the metros. Also suggest some remedial measures to stop them.

Information:
• Mushrooming of illegal settlements and colonies
• Slums—no provision for pure water, drains and electricity
• Waterlogged; breeding grounds for mosquitoes
• Authorities must ensure cities and towns without slums

Ans. 20, East Park Road
Jabalpur
12th February, 20XX
The Editor
Nai Dunia
Bhopal

Sub: Mushrooming of slums and illegal colonies

Sir,
Through the column of your prestigious national daily, I express my dismay at the mushrooming of illegal colonies and slums in the big cities of India.
The haphazard urbanisation is the root cause of all such evils. This led to the proliferation of many illegal colonies and clusters of slums in every big city. The unmanageable population of the cities makes a mockery of all development plans. Thousands of people are living a miserable life in these stinking slums. They don’t have even basic civic amenities. Pure drinking water is not available to them. There is no provision for the sewerage or drainage system. Water-logging is a major problem specially during the rainy season. Life in a slum and life in hell are not much different.

The government must act before our cities get choked with the stink of slums. It can slow down the migration to cities by opening agro-based cottage industries in the region. The negligent and corrupt officials who let such illegal settlements to flourish, must be sacked or severely punished. Only a concerted drive on the part of the vigilant authorities can save our cities from being choked with the stink of slums.

Yours faithfully
Ram Lakhan

Q26. Taking help from the information given below write a letter to the editor of a national daily expressing your concern and dismay on the rise of terrorism and naxal activities in many parts of the country.

Information:
- Terrorist activities in J & K and Nagaland
- Naxal activities in Bihar, Jharkhand, Bengal and Andhra Pradesh
- Cancerous growth; loss of innocent lives
- Crush terrorist activities
- Economic and agrarian reforms to contain Naxalism
- International fight against terrorism

Ans. 12, Residency Road
Chennai
20th January, 20XX
The Editor
The Hindu
Chennai

Sub: Combating terrorism and naxalism

Sir,
Through the column of your esteemed national daily, I want to express my deep concern and dismay at the growing terrorist and naxal activities in different parts of India.

Terrorism seems to have become a part and parcel of life in this problem-ridden world. In India, terrorism flourished on a big scale only in the 1990s in Jammu and Kashmir. Before that we had isolated terrorist activities in Nagaland and Mizoram. But Jammu and Kashmir’s terrorist groups have highlighted their widespread activities on an international scale. ‘Lashkar-e-Taiba’ ‘Jaish-e-Mohammad’ and ‘Hizbul Mujahideen’ have international links. They are morally and materially supported and funded by Pakistan. Our armed forces must equip themselves fully to root out terrorists hideouts from the Indian soil.

Naxalism is a different problem. It grew in Bengal and Andhra due to economic, social and agrarian disparities. Influenced by Maoism, the Naxalites have spread their activities in many other parts of India including Jharkhand, Odisha and Maharashtra. Removing economic and...
social disparities and introducing agrarian reforms can attack at the basic roots of Maoists. The police and the armed forces can’t allow and condone violence and murders of innocent people. The armed might of the state must crush all such anti-national activities. The earlier it is done, the better it will be for peace and prosperity in India.

Yours faithfully
Zahir/Zahida

Q27. Taking help from the information given below, write a letter to the editor of a national daily expressing your concern at the nuisance caused by the stray cattle on the roads of your city.

Information:
• Stray cattle on roads and in lanes
• Traffic jams and accidents
• Squat in the middle causing chaos
• Govt. must take immediate steps

Ans. 12, Temple Road
Puri
12th July, 20XX
The Editor
The Odisha Times
Puri

Sub: Nuisance caused by stray cattle

Sir,

Through the column of your esteemed daily, I want to express my anguish and concern at the nuisance caused by the stray cattle in the city. Of late the city has witnessed many accidents due to the nuisance caused by the stray cattle. Only a few days ago a biker was killed when a running cow hit him in the middle of the road. We can’t imagine cattle strolling leisurely on the roads of New York, London or Sydney. But India presents totally a different scene. You can find cows walking with leisurely steps on the highways or in the lanes of any city. Puri is a temple town. To make things still worse, people throw food in the middle of the roads for the animals. The roads become feeding centres of cows, bulls, horses, donkeys and dogs.

There is no arrangement of capturing such stray cattle and sending them to the special pens run by the corporation. There should be a special squad. It should have fixed responsibilities of clearing away the roads from the unwanted and stray cattle.

Yours faithfully
Murli Panda

Q28. You are disturbed at seeing many unfortunate homeless orphans spending their night in the open on chilly wintry nights. Using the information given below write a letter to the editor of a national daily urging the state administration to provide free night shelters to the needy and homeless poor.

Information:
• Thousands of poor people are homeless • Many suffer; some deaths reported
• Spend chilly nights on pavements and in the open
• Need for ‘night shelters’ or ‘Rayan Baseras’ for the homeless
Ans. 12, Nai Wala Gali
Karol Bagh
New Delhi
20th March, 20XX
The Editor
The Hindustan Times
New Delhi
Sub: Night shelters for homeless poor
Sir,
Through the column of your prestigious national daily, I want to highlight the urgent need for providing night shelter for the homeless people.
I am a resident of 12, Nai Wala Gali, Karol Bagh, New Delhi. India excels in contrasts. One of the major economies of the world has the maximum number of homeless poor people in the world. Millions of people in India spend their nights under the starry or cloudy skies. Many unfortunate persons fight for a little space on the pavements. Long winters become unbearable for these homeless orphans. They try to find out some shelters under the bridges, at railway stations or in public buildings. But they are hounded out from there by the police. Last month five people lost their lives due to extreme cold conditions.
The administration must show its human face. The state government must open adequate night shelters and provide free lodging for such persons. It will save hundreds of unfortunate homeless people from dying in cold or chilly nights.
Yours faithfully
Ram Lal

Q29. Using the information given below, write a letter to the editor of a national daily highlighting the urgent need for opening a good public library in your area.

Information:
- Nawab Ganj, Bhopal
- No library in the area
- Lower class income groups can’t afford to buy books and magazines
- Public library with a good reading room

Ans. 12, Nawab Ganj
Bhopal
15th March, 20XX
The Editor
The Statesman
New Delhi
Sub: Opening of a public library in the area
Sir,
Through the column of your prestigious national daily, I want to highlight the urgent need for opening a public library in Nawab Ganj.
I am a resident of Nawab Ganj, Bhopal. Mostly people belonging to lower income groups live in this colony. It is difficult to imagine that the people of the area are deprived of having a good public library.
There are quite a sizeable number of students living in this area. They can’t afford to buy books, periodicals and magazines. The high prices of books and magazines dampen their reading spirit and passion. A good library can serve the needs of the people. There are many who like serious reading of books on different subjects. Others like to read the classics and novels written by Shakespeare, Keats, Wordsworth, Prem Chand and Tagore. The young people may like light reading like comics and sports magazines. Only a good library can serve the needs of all the residents of the area. I hope the concerned authorities will take immediate steps to meet the genuine demands of the residents of Nawab Ganj.

Yours faithfully
Mustaq Ahmed

Q30. You are Anup Singh, a resident of Dariba Kalan, Chandni Chowk, Delhi. You can’t bear the noise pollution caused for the religious purposes. Using the hints given below together with your own ideas on the issue, write a letter to the editor of a national daily highlighting the urgent need for putting a blanket ban on the use of loudspeakers at night for religious purposes.

Hints: • Use of loudspeakers for religious purposes • a big nuisance • sleepless night • disturbance to students • old and sick people • complete ban required

Ans. 12, Dariba Kalan
Chandni Chowk
Delhi
20th September, 20XX
The Editor
The Hindustan Times
New Delhi

Sub: Ban on the use of loudspeakers for religious purposes

Sir,
Through the column of your prestigious national daily, I urge the authorities to ban the use of loudspeakers for religious purposes. I am a resident of Dariba Kalan, Chandni Chowk, Delhi. The biggest nuisance that the residents of this area face today is the problem of noise pollution. The playing of loudspeakers at night plays havoc with the peace and tranquillity of the place. This part of Old Delhi possesses a composite communal culture. But all these religious communities compete with one another to cause maximum noise pollution. The playing of loudspeakers for religious purposes at night is a big nuisance. On several days many people have to spend sleepless nights. The worst sufferers are the old and sick people. Students are also the victims of this nuisance. They can’t concentrate on their studies. We hope that the government will put a blanket ban on the use of loudspeakers at night. Even during the day the maximum level of sound should be fixed. Immediate and effective steps are necessary to restore peace and tranquillity in the area.

Yours faithfully
Anup Singh

Q31. You are Manish/Maya, a resident of Gumla, Jharkhand. Your area faces frequent breakdown of electricity. Even the voltage is so low that it causes an extensive damage to the electronic devices and appliances. You are a student and face a lot of inconvenience
due to this frequent breakdown. Using all these hints together with your own ideas on the issue, write a letter to the editor of a national daily showing your anxiety and deep concern at the erratic supply of electricity. Also suggest some ways and means to ease this critical situation.

**Ans.**

12, Civil Lines
Gumla
Jharkhand

20th February, 20XX

The Editor
The Times of India
Jharkhand

**Sub:** Low voltage and frequent breakdown of electricity

Sir,

Through the column of your esteemed daily, I want to highlight the problem of low voltage and frequent breakdown of electricity in Civil Lines, Gumla.

I am a resident of Civil Lines, Gumla. I want to express my resentment and deep concern at the frequent breakdown of electricity in our area. This part of Gumla gives the impression that we have not yet come out of the ‘dark’ ages. The residents of the area face a lot of inconvenience due to this erratic supply of electric power. The situation in the summer months becomes quite unbearable. The residents have to spend sleepless nights without fans, coolers and airconditioners. Even the voltage remains very low. The fluctuations of voltage plays havoc with the electronic devices and appliances.

Students are the worst sufferers. Long power cuts affect their studies. During the examination the situation becomes really pathetic.

The Electricity Board must install new and powerful transformers in the area. The supply of power must be streamlined. All necessary steps should be taken earnestly and promptly to give relief to the residents of the area.

Yours faithfully

*Manish/Maya*

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**Q32.** Taking help from the information given below, write a letter to the editor of a national daily urging the need for constructing a stadium and gymnasium in your locality in Ranchi.

**Information:**

- Ranchi, a capital city; lack of facilities for sports and games
- Need for the construction of a stadium and a modern gym
- Necessary for the upliftment of sports and games
- Stadium and gym provide a big incentive to sports and games

**Ans.**

12, Circular Road
Ranchi

20th February, 20XX

The Editor
The Times of India
Ranchi

**Sub:** Need for a new stadium and gymnasium
Sir,
Through the column of your esteemed daily, I strongly highlight the need for a new stadium and gymnasium in Ranchi.
Ranchi, the beautiful capital of Jharkhand, provides little facilities for sports and games to the young men and women. I live in a new colony which has no stadium or a gymnasium. A new stadium and a modern gymnasium well equipped with the latest aerobic machines will meet the requirements of the sports lovers of the area. A good stadium can serve multiple purposes. Good tracks and courts can meet the needs of the prospective athletes and budding sportsmen of the area. With ultramodern fixtures, light and sound systems, it can easily become the new cultural hub of the city. The Ministry has accepted the proposal in principle and promised an immediate follow-up action. We hope that the authorities will not delay the legitimate need of the residents any more.

Yours faithfully
Brigu Munda

II. ARTICLE

The students will be asked to attempt a long piece of composition of minimum 100-120 words in length. The composition will be in the form of an article. The students may be provided with a verbal or visual output. They can take help from the given input, information or notes and can expand them in their own language to 120 words. Sometimes the given input can be in the form of a figure, a diagram or a cartoon. The aim of the examiner by inserting an input is only to provide a general guideline along which the article has to be developed. The subject on which the article is to be based may be a burning social, cultural, economic, ethical, behavioural, religious, political, or scientific in nature.

GENERAL GUIDELINES FOR WRITING ARTICLES
1. Always study the given input, information or notes carefully.
2. Arrange them in a systematic order.
3. Develop each point in a simple, grammatically correct language.
4. Your article must present your ideas not in a sketchy but in a coherent and logical manner. Develop your writing into paragraphs.
5. Confine yourself to the given subject. Superfluous and unnecessary details must be avoided at all cost.

SOLVED EXAMPLES

Q1. You visited Antarctica and had an opportunity to see the polar ice caps melting. You realised that the threat of global warming is very real. Taking ideas from the MCB unit on Environment along with your own ideas, write an article in 100-120 words on what a student can do to preserve the environment. You are Rama/Ram. (Delhi 2015, Set 1)

Hints: • preserve the environment • adversely affected our planet • deforestation led to global warming • polar ice caps melting • avoid throwing of plastic, burning of garbage in the open • participate in the ‘Van Mahotsava’ programme • Odd-Even programmes

Ans. What a Student can do to Preserve the Environment —Rama
Perhaps the biggest issue before the world is, how to preserve the environment. The cost of progress has rather been too heavy to bear. It has affected the health of our beautiful planet rather adversely. Cleaning of forests and green belts has led to the threat of global warming. The threat of global warming is real. It is rather threatening. Those who have visited Antarctica
and had an opportunity to see the polar ice caps melting must have realised this threat. Students like other adults do have a duty to perform. They should not confine to their books only. They must be sensitive to the issues of environment and must take necessary and possible measures to preserve it.

The most important thing for a student is to be aware of the need to preserve the environment. He or she must start from his or her home. Nothing should be done to degrade the existing environment. Throwing of plastic bags, burning of garbage in the open must be avoided. They choke and block the sewerage system and degrade the soil. The green belt must be preserved and expanded. Students must take an active part in the ‘Van Mahotsava’ programme of growing more and more trees in our schools, colleges and public parks. Trees keep the environment clean and pure. Students can hold rallies and participate in ‘Environment Marathons’ to make the common man aware of keeping their rivers, lakes and other water bodies clean. They can volunteer themselves in making ‘Odd-Even Programmes’ successful. There are many things a student can do to preserve the environment.

Q2. Survey was conducted to find out how teenagers spend their free time. The following trends are observed. Using the data given in the pie-charts below, together with your own ideas and with the ideas given in unit on ‘Children’, write an article for your school magazine on the topic, “How teenagers spend their free time?” Give your own reasons and conclusions for the trends.

**For Blind Students Only**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Watching movies, songs and serials on T.V.</td>
<td>1. Watching sports programmes on T.V.</td>
</tr>
<tr>
<td>2. Watching sports programmes on T.V.</td>
<td>2. Watching movies, songs and serials on T.V.</td>
</tr>
<tr>
<td>3. Collecting materials for their hobbies.</td>
<td>3. Collecting materials for their hobbies.</td>
</tr>
<tr>
<td>4. Talking to their friends.</td>
<td>4. Talking to their friends.</td>
</tr>
</tbody>
</table>

- For Blind Students Only
**Ans. How Teenagers Spend Their Free Time**

With the changing times come revolutionary changes in tastes, styles and priorities of people. The teenagers of today are not what they used to be a few decades ago. They have more freedom and options to lead their own lives than ever before. They have more diversions and choices to spend their free time.

The recent survey conducted by the ‘Weekly Magazine’ clearly indicates that ‘T.V.’ is the biggest attraction for the teenagers. Boys spend 40% and girls spend 50% of their free time on watching television programmes. Sports programmes are the favourite of the boys. The girls prefer watching movies, songs and serials on T.V. Playing indoor and outdoor games is the favourite pastime of 30% boys. Only 5% girls spend their free time on games. More girls read Comics and General Knowledge books than the boys. Girls spend 5% more of their free time on talking to their friends than the boys. Very few teenagers pursue a constructive recreational activity or a hobby. Girls, unfortunately, don’t spend enough time on sports and games. This doesn’t augur well for the harmonious development of their personalities.

**Q3. You are Ravi/Reshma. You happened to see the following lines in a newspaper.**

“We all mourn and groan about the loss of the quality of life through the destruction of our ecology, and yet each one of us, in our comfortable little ways contribute daily to that destruction. It is time now to awaken in each one of us the respect and attention our beloved mother deserves,” says Asner, an Environmental supporter.

Using ideas from the unit of ‘Environment’ and your own ideas, write an article for your school magazine on the topic “Save the Planet Earth”.

**Ans. Save the Planet Earth**

We all mourn and groan in chorus. Lamenting the slow but sure destruction of ecology, has become one of our favourite pastimes. It is a tragic irony that each one of us is contributing to that destruction. The results have been disastrous. Earth is no more a pleasant, cosy and safe place to live on. All its natural resources, mountains, hills, rivers, lakes and seas have been mercilessly polluted and plundered. And the villain is none else than man himself. Man’s greed and hunger have no limits. The ruthless and cruel hands of man have scorched and maimed the planet Earth. His misuse and abuse of nature and natural resources has led to the gradual destruction of the environment and ecology. Man and his domestic animals swallowed more and more forests and green belts. Progress has come at a very high price. Unplanned urbanization and industries have resulted in the degradation of environment and ecology. Our rivers, lakes and seas have become dumping grounds for human and industrial wastes. The global warming has led to the melting of the polar ice and glaciers. If this degradation and destruction is not checked immediately, we will not be able to save this planet. Let us act before it is too late. Let us redeem our pledge to save this earth before it is too late.

**Q4. Look at the picture given below. It depicts the massive jam of vehicles reflecting the chaotic state of traffic in metropolitan cities. Taking clues from the picture and using your own ideas, write an article depicting the existing state of traffic on roads and suggesting ways and means to improve the conditions.**
Ans. Chaotic Traffic in Metros

Chaos, dirt and disorder have become the regular features of metros in India. Nowhere the chaotic conditions are more visible than on their roads. The chaotic state of traffic in metropolitan cities has become a cause of concern for the concerned authorities as well as the public. The ever increasing number of vehicles on roads have resulted in frequent traffic jams. There is hardly any space left for pedestrians. The traffic becomes really unmanageable at peak hours. The atmosphere gets polluted with smoke, dust and fumes of diesel and petrol. The possibilities of road accident are always there in such chaotic conditions.

The concerned authorities must find out ways and means to bring order and system on the roads in metros. First of all, they should restrict the entry of heavy duty vehicles like trucks and containers in the city. Secondly, the public transport must be made more comfortable, cheap and clean. The metro-train services have been a great success in Delhi. They should be introduced in all other cities too. Last but not least, the traffic police must streamline the traffic and maintain ideal road culture to avoid jams and chaotic conditions.

Q5. You are Rekha/Rohit. You have seen the following news item in the newspaper.

Video Games, Internet, cell phones and other high-tech gear are just part of growing up in a digital world. But parents are concerned about the amount of time their children spend with these and worry that it might be distracting and cramping academic and social development.

Using your own ideas and those taken from the unit ‘Science’, write an article describing both the benefits and drawbacks of using these high-tech devices.

Ans. High-Tech Devices—Blessing or Boon —Rohit

We are living in a different and difficult world. High-tech devices shape up our new digital world. Children and youth of today are crazy after them. Video Games, Internet, cell phones and other high-tech gadgets control the life and style of our children and young people.

It is impractical and undesirable to arrest the march of the times. No one can deny that these high-tech devices have brought a revolutionary change in our lives. They have made living much more easy and comfortable. They have opened new avenues for knowledge and entertainment. The Internet has become an integral part of our lives. The whole world is at our beck and call. Every transaction can be done “online”.

The parents genuinely feel that excessive use of these gadgets will distract the academic and social growth of their children. They will become their slaves. The need of the hour is moderation. Only their judicious use can save us from being completely dependent on them.

Q6. Even after about seven decades of independence women have to walk miles together in certain parts of the country to fetch water as shown in the given visual. There is not only the scarcity of water but water in most places is also contaminated.

Using the given visual together with your own ideas, write an article on the scarcity of clean drinking water in the country. Also suggest how this problem can be solved.
**Ans. Scarcity of Clean Drinking Water**

Many people believe that the Third World War will be fought on the issue of water. The statement doesn’t seem to be exaggerated. The constant degradation of the environment has played havoc with water bodies and water resources. It is quite unfortunate that even after nearly seven decades of independence, India has not been able to provide clean drinking water to its swelling population. Moreover, water in most places is contaminated. Women in India have to walk for miles to fetch water in many areas. The situation in certain states is quite alarming. Rajasthan and Gujarat are the worst affected states. The water-level has gone abnormally low. Many wells, lakes and tanks go dry in the summer. The scarcity of water is not confined to villages. The situation in towns and cities is even worse. The taps remain dry most of the day. The Government is duty-bound to provide clean drinking water to its people. First of all, rivers, lakes, tanks and other waterbodies must be protected and preserved. Water harvesting of the rain water must be given the top priority. The people must be educated not to waste even a drop of water. Water is a precious life-sustaining resource. Let us not exhaust it. Let us not contaminate or misuse it.

Q7. Rahul/Rita came across the picture given below in a newspaper. It shows workers removing a large quantity of dead fish from a river. He/She was moved and decided to write an article for his/her school magazine on ‘Environmental Degradation’. Write the article using your own ideas and the ideas from the unit on “Environment”. Also give suggestions on how water pollution can be curbed.

**Destruction Caused by Water Pollution**

**Ans. Environmental Degradation**

Man has proved to be the greatest villain. He has destroyed nature and the natural resources. He has caused havoc with the ecology and environment. The unprecedented deforestation has made our hills and mountains ugly and bare. Our water bodies are polluted. The green belts and forests are shrinking. In short, environmental degradation has become a major cause of concern in the modern times.

We are callously indifferent to the environment. Unplanned urbanization and building activities have swallowed our forests, fields and greenery. The degradation of the environment has led
to the frequent floods and famines. The pollution of the seas and rivers has affected not only humans but also water-animals. A large quantity of dead fish is taken out of our rivers and lakes every year. The industrial and human waste have made the water of our rivers and lakes unfit for human consumption. The emission of smoke and poisonous gases from the chimneys and vehicles has polluted the air beyond redemption.

There is a lot of hue and cry to save the planet Earth. Mere empty words without any real follow-up actions will serve no purpose. The rising global warming and the degradation of the environment must be stopped at once. Otherwise, this planet will no more be a pleasant place to live on.

Q8. **A disturbing trend is taking root among students. They neglect their studies but spend most of their time on watching television. Write an article on ‘Impact of Watching TV on Students.’**

**Ans. Impact of Watching TV on Students**

---Tarun

Television has captured the minds and imagination of the people. It is easily the most popular and biggest source of entertainment. It is impractical to isolate students and television. Television has already held the young and children in their vice-like grip. It has clouded and coloured their dreams and imagination. Ask them about the TV serials, the ‘Comedy Circus’ or the ‘Big Boss’ and they can tell all about them in detail. They spend most of their time sitting before the ‘Idiot Box’. Naturally, the greatest casualty is their studies. They have lost the habit of reading altogether.

It goes without saying that our academic curriculum is quite tiring, uninspiring and frankly, quite boring. How to wean the students away from TV? It requires a lot of patience and understanding. Their reading habit has to be revived. Adventures, science-fiction, stories, sports and travels are interesting subjects. Love for such books and magazines has to be cultivated. Once they are weaned away from television, their interest can be diverted to books.

Q9. **Taking help from the information given below and inventing your own ideas, write an article on ‘Unplanned and Haphazard Urbanisation’**.

**Hints:**

- Migration to cities
- Satellites town around metros and big cities
- No planning; green belts disappearing
- Property dealers and builders minting money
- Slums and unplanned urbanisation.

**Ans. Unplanned and Haphazard Urbanisation**

---Heena

People say that India lives in its villages. Quite true. But things are changing fast. And unfortunately, they are changing for the worse. Now the shift is from villages to cities. This unprecedented and hasty migration has resulted in unplanned and haphazard urbanisation. Mumbai, Delhi, Kolkata and other metros are gradually but surely turning into big slums. Crowded hutments have no proper drainage, sewage and water. Such unplanned colonies are mushrooming in all big cities and towns.

The Government and the town planners seem to be sleeping over the problem. The Government can reverse the trend by setting up rural based and cottage industries. Farmers are selling agricultural land as farming is no more a lucrative business. The Government must ensure agro-based industries in the countryside. In cities, the Government must crush unplanned and haphazard urbanisation. It must act before it is too late. Otherwise dirt, filth and slums will choke us to death.

Q10. **Due to unprecedented price rise and inflation, Indian people are not feeling well. They are leading their lives under tremendous pressure. Taking into consideration these points write an article on the topic ‘Unprecedented Price-Rise and Inflation’**.
Unprecedented Price-Rise and Inflation

—Aryan

Unprecedented rise in the prices of food and essential commodities and the inflationary pressures have not only crushed the poor and weaker sections but have also broken the backbone of the middle class. The irony of the situation is that all these things are happening after a very satisfying monsoon this year. Despite a bumper crop, the prices of vegetables, fruits, pulses and dairy products have touched the sky. Things have gone beyond the control of the government which keeps on feeding the masses on fall assurances. In spite of all assurances of the Minister of Agriculture that prices of onions will fall within 30 days, the results have been to the contrary. Onions were sold at ₹100 a kg! Even potatoes and tomatoes have gone beyond the reach of the common man. The prices of pulses and edible oils and fruits tell the same pathetic story. There is no possibility of a let up in the near future. The high prices of petrol and diesel make the transport and freight charges still costlier. It makes the LPG cylinder costlier for the housewives. Rising food prices and inflation make it imperative to address the supply side bottlenecks at the earliest. Production is not reaching consumers’ doorsteps. Hoarding and blackmarketing have added to the woes of the people. The government has remained a meek spectator so far. It has given a long rope to the hoarders and profiteers and have been shying to take drastic steps against them.

Q11. Students and youths play an important role in the building of the country. Their role and participation can’t be underestimated. They are considered to be the backbone of our country. Taking into consideration all these points, write an article on ‘Role of students and youths in national reconstruction and development.’

Ans. Role of Students and Youths in National Reconstruction and Development —Atul

The youths of a country are the backbone of any society. They have dreams, aspirations and ambitions of a better world and a better tomorrow. They sparkle with new fangled ideas and bubble with enthusiasm. They can’t accept the status quo and clamour for change. India is one of the youngest nations of the world. The average age of India is 35 years. We have got a golden opportunity of using our youth power for the development of the nation. The youthful energy and dynamism of our youths and students can be gainfully employed and utilised for national reconstruction and resurgence. They have a duty towards their nation. The nation can use their energy and idealism in the eradication of intelligence. Illiteracy is still a curse for India. The youth can help the rural people in many ways. They can literate the adults. By doing so they can bring the illiterates of India into the mainstream of national life. Youth organisations like the NSS and NCC can enlighten the villagers and the slum dwellers in the cities regarding sanitation, cleanliness, menace of drugs and drinking and other harmful practices. They can motivate the villagers and the slum dwellers to follow family planning. Every nation has immense faith in its youth power. Students and youths of India can contribute to the development of the nation in many ways. They can be trained in First Aid, fire-fighting, nursing and air-raid precautions in NCC and NSS camps. They can be employed gainfully during natural disasters like the floods and droughts. Last but not least, they can lay the foundation of a strong, healthy and prosperous nation by fighting against the social evils like gambling, drinking, drugs, smoking, child-marriage, corruption and superstitions. Their conscience must be awakened and their youthful energy and dynamism must be utilized for national resurgence and reconstruction. In a country where onion prices jump up to 278% and tomato prices 122% within a year, the agony of the masses can’t be defined in words. The persistent shrinkage of the purchasing power of their hard earned money makes their situation even more miserable. Let the government act responsibly. Hoarding, black marketing and profiteering must be crushed with a heavy hand. The supply line must be streamlined. Effective measures and exemplary punishments to the guilty can stem the rot.
Q12. You are Raghav/Radhika. You are shocked by the reports of deaths of a large number of students after having the mid-day meals in Bihar, and other parts of the country. Write an article on ‘Mid-Day Meals in Schools to be published in a local magazine.

Ans. Mid-Day Meals in Schools

—in Radhika

In India everything is reduced to an hoax or to a complete shame. The Government introduced the much hyped and publicised scheme of Mid-Day Meals in schools with great fanfare. The authorities claimed to provide free hot and nutritious mid-day meals to students in public schools. The concept was universally welcomed. It was expected that the move would encourage the weaker and poor sections to send their children to schools. Soon the whole scheme degenerated into the mire of corruption. The state governments and the centre provided the worst quality of foodgrains and rice to schools. They were not suitable for consumption by human beings. Moreover, the nexus between the contractors and the staff made the whole project a tool for minting easy money. The deaths of so many students in Bihar revealed that even ordinary precautions were not used to cook food for students. Adulterated cooking oil, decaying foodgrains and stale vegetables were used. It is difficult to imagine that the concerned authorities were unaware of such heinous, immoral and corrupt practices. Crores of rupees changed hands and the life of million of innocent children was left to their fate.

It is a crying scheme that we don’t spare even innocent children when it comes to minting money. Such immoral and corrupt practices must stop. The headmasters and the Principals of schools must be made directly responsible and involved in the scheme. The ring of the meals must be made obligatory even for the staff. The government can win the shaken confidence of the parents and the masses only by implementing the scheme effectively and honestly.

Q13. Read the notes given below and write an article on ‘Menace of Naxalism in India’ in 100-120 words. You can invent your own ideas.

Notes:
- Social inequalities in India
- Exploitation and corruption
- Political repression and hypocrisy
- Armed struggle
- Naxalism: a revolt against the establishment

Ans. Menace of Naxalism in India

—in Neha

India excels in contrasts. India is emerging as one of the major economies in the world. But India has the largest number of people living below the poverty line. It has the maximum number of illiterates. It has given birth to disappointment and dejection in certain quarters. In 1960s, there started an armed struggle in a tiny village of Bengal, Naxalbari. It aimed to overthrow the Government through an armed revolution. The same movement survives in some pockets in Jharkhand, Bihar, Bengal, Andhra and Maharashtra. They call themselves ‘Maoists’ as they get inspiration from Mao-Tse-Tung of China. The naxalites or Maoists challenge the might of the state. They run their own ‘people courts’ and enforce their own laws. There is often encounters between the armed forces and the naxalites. So far the Government has failed to root out naxalites and Maoists from their strongholds.

Economic and social disparities create social unrest. Naxalism gets strength from these social disparities and exploitation. Agrarian reforms, upliftment of villages, literacy and providing jobs to the rural unemployed can help in creating peace and prosperity in the villages. Peace and prosperity are more effective weapons to fight against Maoists and naxalism than the bullets of the armed forces.
Q14. Take help from the following clues and write an article on ‘More Ads Than News and Features’ in about 100-120 words.

Clues:
- Ads and ads on TV
- Mint money; attract buyers and sellers
- Ads dominate print media
- Create styles, trends and fashions
- Diluted news and features

Ans. More Ads Than News and Features

Kavya

The world of liberalisation and globalisation has given birth to unsatiable consumerism. ‘Use and Throw’ is the slogan of the times. Things have to be sold. Selling gives money. And money makes the mare go. One good commercial advertisement is worth more than hundreds of salesman. Such is the importance of advertisements in industry, trade, commerce and business. It is no exaggeration that on TV we have more ads than news. After a few minutes a ‘break’ is announced. And then starts a flood of commercial advertisements. You find the Shahanshah of Bollywood, Amitabh Bachchan selling ‘Binani Cement’. Then comes the ‘Badshah’ telling you to use ‘Fair and Lovely’ for your bright complexion. And our glittering damsels of Bollywood can’t be left behind. Aishwarya sells L’Oreal; Katrina patronises ‘Veet’ and Priyanka and Karina settling for ‘Bajaj Scooty’ and ‘Boro Plus’ respectively. News and features have become secondary. We have more ads than features or events.

TV, cinema, newspapers, magazines are full of advertisements. Ads are trend and style setters. Millions are earned just for a commercial advertisement of a few minutes! If things are to be sold then you can’t avoid patronising commercial advertisements. They are the lifeline of trade, business and the media.

Q15. Taking help from the information given below and inventing your own ideas, write an article on ‘Books—Our Best Companions’.

Information:
- Human relations can be deceptive and unreliable
- Books our best companions
- Our friends and guides
- Educative as well as informative

Ans. Books—Our Best Companions

Nidhi

Man is a social animal. He can’t live in isolation. Our human friends, relatives and companions can prove unreliable and treacherous. They can harm our interests. However, books are our real companions, friends and guides. They enrich humanity. They are a store house of knowledge. They have educative as well as informative value and importance. Let us live in the company of books. They will never betray or deceive us. We can look towards them for guidance, learning and entertainment. Shakespeare’s dreams have a universal appeal. Homer, Valmiki, Ved Vyas have given us immortal works. ‘The Ramayana’ and ‘The Mahabharat’ are read by millions of people. Keats’ poems are things of beauty that give joy forever. Tagore’s Gitanjali transport us to a spiritual world. Prem Chand’s Godan unfolds rustic life and its problems.

Books are our best companions. If you are alone, you can take up book of your choice and taste and very soon you become a part of it. Books on travels and adventures are not informative but also quite exciting. The biographies of great men like Lincoln and Gandhi can be a source of inspiration. It is never too late to enter the world of books. The sooner you enter, the better it is.
**Q16.** A spate of rapes and murders of helpless young women in Delhi has shocked the conscience of the nation. Taking help from the information given below and inventing your own ideas, write an article on ‘Crime against Women in Delhi’.

**Information:**
- Rape of a young woman at Dhaula Kuan
- Rape of a young lady in South Delhi
- Kidnapping of a girl in East Delhi
- Rape and murder of a girl in Mangolpuri

**Ans. Crime Against Women in Delhi**
—Aditya

Delhi has earned the dubious distinction of being the crime capital of India. Life has become quite uncertain and unsafe in Delhi. The capital of India has become a grazing ground for kidnappers, rapists and murderers of women. The gang-rape of a young girl Damini in South Delhi had shocked the conscience of whole nation. All the tall claims of Delhi Police to provide security to women have been proved totally hollow and false. The whole nation rose in protest. There were loud demands for the death penalty to the rapists and the fast track courts for the speedy trial of rape cases. The police and the politicians were criticised for their insensitivity and inaction towards women. Everyday we find news of crimes against women in the columns of newspapers or on TV channels.

Young ladies can’t venture to go out alone after the sun sets in. Why has Delhi earned this notoriety? Of late, Delhi has developed a culture that has given birth to a class of criminals. The consumer culture equates a woman to a commodity. The war against criminals must be fought on two fronts. First, the Delhi Police must ensure safety to women by regular patrolling at night and nabbing criminals at the earliest. On the cultural front, a widespread movement should be launched to help women in their fight against crimes and criminals.

**Q17.** ‘Massive poaching in the past two years has wiped out the entire tiger population at one of the tiger reserves in India,’ says one of the investigation reports. Look at the visual alongside and notice how the number of tigers in India is falling. Use your own ideas and write an article for ‘Eco-World’ magazine expressing your concern on the issue.

**Ans. Save the Tiger**
—Rishabh

Man’s hunger remains unsatiated. He has swallowed forests, green belts and arable lands. Man has misused and abused nature. Man’s villainry has brought untold miseries to the animal kingdom. Deforestation on a huge scale has made the most beautiful animal—the tiger, homeless. Illegal hunting and massive poaching have wiped out the entire tiger population at one of the tiger reserves in India.

The number of tigers has shown an abnormally sharp fall in recent years. 25 years ago there were more than 5000 tigers in India. By 2016, the number of these grand ferocious big cats has shrunk to just 1800. It is really a tragic story. The most beautiful animal of the wild world is slowly but surely on the road to extinction. The healthy population of tigers is necessary to maintain the ecological balance in nature.
The government must take effective and prompt steps to save the tiger. Illegal hunting and poaching must be strongly dealt with. Poachers must be given exemplary punishments. Forest guards must be provided with the latest weapons to deal with the criminals. Forest reserves should remain untouched. Deforestation should be immediately stopped. Reforestation on a large scale is the need of the hour. Let us save the national animal. Let us save our national pride, the Indian tiger.

**Q18.** Man has gained control over nature and animals. This has led to ecological imbalance. Write an article on how this imbalance has affected the life of man. You are Maya/Mohan.

**Ans. Ecological Imbalance Affected Life of Man**

—Maya

The greed of man is unsatiable. Man’s progress in the last centuries has been rather fantastic. With science and modern technology at his command, man has gained control over nature and animals. He has become the master of the seas and the sky. This arbitrary control and use of natural resources and animal kingdom has led to ecological imbalance. This ecological imbalance has affected adversely the material, cultural and social life of man.

Human encroachment is shrinking the world’s forests. Rain forests are vanishing at rapid rate. The dwindling forest cover in Asia and Africa threaten the habitat of millions of specials. The loss forests threaten our natural resources, endanger water reserves and the bio reserves. The forested mountains are the sources of water and the source of rain. When you deforest, you cause a shortage of water and a change in the rainfall patterns. The results are disastrous. The people of the affected areas are not able to get food and water. Even a century ago, the environment was very pristine, very beautiful and green. Cleaning out of the indigenous forests led to disastrous local biological diversity. All the flora and fauna disappeared. Many species of birds and animals met with extinction.

Growth, development and the growing needs of the economy have only depleted the green cover and destroyed the precious fauna and flora. Illegal mining, unplanned urbanization, industrial pollution have only helped to make our pleasant earth uglier than before. More than 4000 climbers have reached Mount Everest’s summit since it was first conquered. This has made Mount Everest as the ‘highest junkyards in the world’. India has a history of droughts, floods and famines. Deforestation and ill-advised dam-projects have led to the drying up of rivers. Ground water reserves are being used up faster than they can be replenished. Trees are wonderful symbols for the environment. When we plant trees, we plant hope. We plant the future for ourselves, for our children, for the birds and animals.

**Q19.** Write an article on the role of the youth in promoting national integration in the country.

**Ans. Youth and National Integration**

—Ravi

India is a great nation of subcontinental dimensions. It has many religious, linguistic, regional, racial and tribal groups. Amid this apparent diversity, we have an underlying unity. We must take pains to do things that helps in achieving National Integration. We must identify the factors that bind the people of the country. We should create an emotional band between the people of different regions and states. We should promote and share common ideas and values. We can promote the National Integration by giving a chance to the youth of different states to meet one another through national meets and other programmes. Holding of national camps organised by the NCC and NSS can go a long way to promote a sense of national unity and national integration among students. Festivals can cement both the intellectual and cultural bonds between the writers and readers of different regions and languages. The education system in general should be revised with the aim of fostering national integration. More facilities should
be extended to distant regions and tribal groups. The youth of such regions must be brought in the mainstream of national life. National games, Inter-University games and Zonal and National Youth Festivals can instill a sense of belonging and unity among the youth of different regions and states.

Q20. You are Sudhir/Swathi of 15, Ram Bagh, New Delhi. You are alarmed at the increasing obesity among school students. Taking information from the graph given alongside, together with your own ideas and the ideas taken from the unit, “Health and Medicine”, write an article suggesting measures to curb obesity.

Ans. Children and Obesity
—Prerna

There are millions of malnourished children in India. On the other hand, millions of children suffer from the disease of affluence-obesity. The increasing obesity among school children is really a cause of concern. The figures for years 2009 to 2016 show that obesity in the age group of 15-19 is maximum. Then comes the age group of 11-14. The age group of 5-10 has the minimum obesity. With the advent of liberalisation, the purchasing power and economic prosperity of the middle classes have increased. Their children are leading lives of comfort and luxury. The result is the growing obesity among children. During the last five years, the level of obesity has been sharply rising. Actually, it has shown a five-fold growth. The culture of ‘junk foods’ has aggravated the problem. The craze for burgers, pizzas and cokes is making our children obese. Over-eating and lack of exercises and physical activities make things even worse. Parents beware! Monitor the food habits and lifestyles of your children. Racing, jogging or exercising can keep them slim and trim. Always remember that a sound mind lives in a sound body. Eat less and eat more fruits and vegetables. Take serious note of your obesity before it is too late for redemption.

Q21. Man is basically a ‘social-animal’. He depends on others for his survival and existence. He has to work with others and must know how to get the best out of a team. Taking these ideas, write an article on ‘How to Get the Best out of a Team’.

Ans. How to Get the Best out of a Team
—Anshu

Man is a social animal. He can’t live in vacuum. He has to depend on others to make a living. He has to bond with others and be a part of a team. Working in a team is quite a challenge. One has to adjust himself to the requirements of his team. A team must work like a well oiled machine. Only then it can produce great results. All the members of a team must work together selflessly to achieve a common aim or goal.

Working in a team is really a healer and a stress buster. Success or failure is not an individual’s responsibility. It is a collective responsibility. A good team work demands a perfect and effective communication between all the members of the team. A strong leadership controls the individuals and goads them to achieve the common goal. Conflicts are avoided. The focus is on unity and cooperation. Mutual jealousy and conflict of interests have no place in a team. Negative attitudes should be discouraged. Each member should have deep respect and appreciation of others’ abilities and skills.

Q22. Write an article on ‘Corruption in Public Places and Institutions in India’.

Ans. Corruption in Public Places and Institutions in India

India got independence from foreign exploitation and colonial masters in 1947. Little did people think that the burden of the dark skinned masters would be more cumbersome and shattering than that the white rulers. Within decades, corruption and nepotism started polluting minds and morals of our leaders, politicians, bureaucrats and institutions. The Bofors scandal brought
the downfall of Rajiv Gandhi’s government. The charges were that the government charged commissions in the Bofors weapon-deal. No political party has remained above board in the eyes of the people. Even the President of the BJP, Sh. Bangaru Laxman had to resign after being caught taking bribes on the camera in a sting operation. The UPA II Government was rocked by a series of scams and scandals. It started with the commonwealth games in Delhi. Crores of unaccounted money went in to the pockets of the organisers and officials. Not only was the public money misappropriated but India’s image had a serious dent in the outside world. The arrests of Raja and Kalmadi exposed the ugly face of our politicians and the deep decay of our institutions. Unfortunately, no one, right from the Prime Minister to an ordinary clerk, seems above board and free from suspicion. The opposition and other political parties were not far behind. The Yeddyurappa government was ousted as it disgraced and drowned itself in the mire of corruption.

Series of scams and scandals gave birth to many public protests and outbursts in the form of Anna Hazare’s movement for the Jan Lokpal. The common masses are the worst sufferers. They have to bribe the corrupt officials in the offices, politicians in power and policemen in uniforms. Things must change or the anger of common masses knows or cares neither time nor direction.

Q23. Write an article on ‘Combating the Menace of Drugs’.

Ans. Combating the Menace of Drugs

Drug addiction is a problem that has been increasing menacingly among our society today. It has ruined thousands of families in India. Addiction can trap anyone. Drug It ruins the victims physically, mentally and spiritually. It causes problems in the family and contributes to delinquent tendencies in society. Drug abuse leads to crimes and criminal behaviour. It affects the law and order situation affecting the moral health of the society. The abuse of narcotics has caused a widespread concern to all the civilized countries of the world. It is a curse for a developing country like India. Poverty, unemployment and lack of opportunities have caused a deep sense of resentment, anger and depression among the youths of the country. High aspirations, expanding ambitions and unsatiating consumerism have only worsened the situation. Broken families, loss of moral values and lack of proper guidance force the youths of today to resort to immoral and escapist practices of drug addiction. The young people fall an easy prey to drugs. They lose their discretion, conscience, self-control and will power. They indulge in anti-social activities and soon become outcastes in the society. It is shocking that more than 80 per cent heroine addicts in India are in the age group of 12-25 years. This abuse is more pronounced in cities but even our villages are not completely free from this menace. Mostly disillusioned youths alienated from their families and parental love take to drugs in deep frustration. The drug trade flourishes in our slums, hotels, night clubs and bars. An all-out war must be launched against the menace of drugs. The government must root out the centres and dens of this trade giving exemplary punishments to the guilty. Voluntary organizations, social networks and educational institutions must enlighten young men and women against the menace of drugs. We can’t afford to lose any more time: ‘No’ to drugs must start from today and from just now.

Q24. You are Rama/Rajni. You are dismayed at the fact that no proper counselling or guidance is provided to students in schools and colleges. Write an article on ‘Career Guidance and Counselling for Students’ for publication in a local magazine.
Career Guidance and Counselling for Students

Gone are the days when schools and colleges used to serve as factories for manufacturing clerks or ‘babus’ for the offices of our colonial rulers. Career guidance and counselling for students had no place in the Macaulayan set up. Now we are living in a highly competitive world. Without any proper guidance or counselling, students remained confused and directionless. Hence, the need for proper counselling and guidance for students to choose their future career and destiny.

It won’t be out of place to suggest a proper counselling and guidance to students at a reasonably early level. At the high school level, a team of professionals and experts must interact with the students. After judging their aptitudes, inclinations and skills, they must guide them about their prospective careers. They can counsel them which vocational courses or disciplines of learning suit their temperaments, aptitudes and skills. It would help the students to chalk out their future line of action. It can save them from unnecessary confusion, uncertainty and ambiguity. All students are not cut out for engineering, medical or management disciplines. There may be others who may be counselled and guided to choose humanities, arts or law. Well, the ultimate choice will definitely rest with the students and their parents. There must be a permanent counselling and guidance cell in every school and other higher institutions of learning. It is quite workable and pragmatic plan. Only the concerned authorities need to have the will power and means to implement it.

TEST YOUR SKILLS

I. LETTER TO THE EDITOR

1. Write a letter to the editor of a national daily expressing your concern at the death of farmers in different states of India.

Hints: • high morality rate among farmers in India • Causes—floods, drought, debt, decreased yield • Southern Indian States have higher rates of suicides • government should take it seriously • should be given too much help.

2. Write a letter to the editor of your local newspaper expressing your concern at the fast disappearance of green belts and parks in your town. Suggest some remedial measures in this regard.

Hints: • green belts fast disappearing • cattle graze in the green belts • construction of buildings • deteriorating the city’s beauty • need special attention • constructions of buildings in green belts should not be allowed.

3. Write a letter to the editor of a local daily complaining him about the sharp rise in crimes against women in your area. Suggest measures to stop them.

Hints: • victims of humiliation, torture and exploitation • increased cases of rape, kidnapping, abduction • harassment for dowry • domestic violence • female foeticide • give women sense of dignity • create awareness in society • offenders be punished harshly.

4. Write a letter to the editor of a national daily showing your concern at the ill treatment of domestic helps, particularly young children.

Hints: • employer does not give proper food • beaten by employer • abused for small mistakes • shouted at for no reason • locked inside the house • need to give special consideration to the vulnerability of child domestic worker.

5. Write a letter to the editor of a national daily showing your resentment against the mismanagement and rampant corruption in government hospitals of your city. Suggest some remedial measures.
6. Write a letter to the editor of a local newspaper expressing your resentment against the steep rise in the prices of vegetables and essential commodities. Suggest measures to control hoarding and black marketing.

**Hints:**
- prices are ever on the increase
- prices increasing at an alarming rate
- the poor and middle class people are hit hard
- businessmen heard things sell in black
- the poor are unable to make their both ends meet
- left people tense and helpless
- black marks tears and hoarders be brought to book.

7. Write a letter to the editor of a national daily showing your concern at the decline in the number of foreign tourists in India. Suggest some measures to promote tourism in India.

**Hints:**
- tourism is a great source of income
- provide good accommodation
- good maintenance of tourist site
- equip with good amenities
- set up bark, Internet, hospital near sites.

8. In today’s fast paced life, people have no sufficient to take a sound sleep. Lack of sleep causes many ailments. Write a letter to the editor of The Times of India mentioning the some problems due to lack of sleep.

**Hints:**
- feel lazy
- brain exhausts
- inability to concentrate
- vulnerable to respiratory problems
- problem of digesting food

9. Our metropolitan cities witness a large number of accidents every day. What do you think is the reason? What can be done to bring down the rate of accident? Write a letter in 100-120 words to the editor of a national daily expressing your concerns and offering solutions to this problem. You are Arun/Aruna, 112 Model Town, Delhi.

**Hints:**
- road full of potholes
- lack of proper road lights
- driving after taking drugs or alcohol
- taking on mobile phones
- violators of traffic rules be strictly dealt with
- heavy fines imposed.

10. Write a letter to the editor of a local daily expressing your concern at the frequent breakdown of electricity and water supply in your area. [Word Limit: 100-120]

**Hints:**
- frequent breaking downs
- electricity and water
- low voltage
- irritating supply of power
- students and old worst sufferers
- water supply inadequate
- taps dry for days.

11. Write a letter to the editor of a national daily expressing your dissatisfaction at the performance of Indian athletes at the Olympics.

**Hints:**
- dismal performance
- even small countries like Cuba win 6 gold in Olympics
- male athletes gave sub-standard performance
- wrestlers, weight lifters and archers failed
- female sports persons were just a shade better.

12. Write a letter to the Principal of your school to change the school working hours from 9:00 am to 3:00 pm during the peak winter weeks as the temperature has gone down unprecedented low.

**Hints:**
- Indian winters very cold
- misty and foggy
- early morning school is a great torture
- school be changed
- 9.00 am to 3.00 pm during winter
- a great relief to children.

13. Write a letter to the editor of a national daily expressing your resentment against the rampant corruption in public life. Suggest some remedial measures to root it out from public life.

**Hints:**
- corruption has become a feature of national life
- corruption in public life
- corrupt officials
- nexus between politicians and corrupt officials
- corruption in business
- remedial measures and exemplary punishment required.
14. Write a letter to the editor of a local daily expressing your concern at the frequent floods and damage of crops in your area.

Hints: • frequent floods • no precautions taken beforehand • caught unaware every year • last year heavy floods • Yamuna in floods • great loss to crops • animals swept away • remedial measures required.

15. Write a letter to the editor of a national daily expressing your resentment at the loss of precious lives on the roads of your city. Suggest some remedial measures to arrest them.

Hints: • Delhi is more safe on roads • people have no road sense • traffic rules broken • frequent accidents • loss of many precious lives • people must develop road culture • be safe and save others.

16. Write a letter to the editor of a local newspaper showing your concern at the miserable condition of the historical monuments in your city. Suggest some measures to protect them.

Hints: • India • rich heritage • not properly preserved • historical buildings • neglected • in ruins • frequent encroachments • preserve our heritage • value maintain historical monuments.

II. ARTICLE

1. You read almost everyday about the torturing and killings of women due to dowry. Write an article to suggest the common people that marriage is a union of two heats. Don’t torture or kill women for their father does not give you dowry.

Hints: • dowry system deeply rooted in our culture • a cause of harassment for women • dowry—a token of women’s love and happiness • don’t give or demand dowry • moral and legal offence • stringent laws • speak collectively against dowry.

2. Today terrorism has emerged as a global problem against which an internationally united battle has to be fought incessantly. Write an article suggest ways to check terrorism.

Hints: • terrorism—a major threat to the world • attack on Indian parliament • World Trade Centre • the world has to unite • strict measures be taken • terrorists be punished strictly.

3. The young energetic, capable and talented youth of our country migrate to another country in search of their fortune. Our country is gradually being deprived of its intellectual capacity. Write an article mentioning the reasons and solutions to this problem.

Hints: • get better opportunities • much better packages • create better opportunities in our country • use the best potential of the country • weed out petty politics and corruption.

4. “Early to bed and early to rise makes a man healthy, wealthy and wise.” Write an article on this topic.

Hints: • a fresh air invigorates us • keep us fit • make us think positively • feel fresh and active.

5. The newspapers and TV channels carry many news of accidents everyday. Most of the accidents take place due to the negligence of drivers. They don’t follow road safely rules. Write an article for such people on the topic ‘Road Safety’.

Hints: • accidents take hundreds of lives each year • sometimes whole family is wiped out • value lives of others • don’t travel against the traffic rules • avoid reckless driving • don’t overtake • keep appropriate distance • use pedestrian crossings.

6. Write an article on the topic ‘The Uses and Abuses of Advertisement’.

Hints: • newspapers full of advertisement • job vacancies • new products • sale and purchase • enable us to wider our choices • sometimes mislead the public.
7. Write an article on the topic ‘India could emerge as the world’s third largest economy by 2030’.

**Hints:**
- half of its population below the age of 25 years
- rising per capita income
- job creation is required
- issues of corruption and inflation be resolved
- improvement in education, healthcare and skill development.

8. Laughter Yoga overcomes severe and chronic depression and help us lead a happy life. Write an article on the topic ‘Effects of Laughter Yoga’.

**Hints:**
- relaxes whole body
- boosts energy
- increased oxygen intake
- improves blood vessel functions
- lower blood pressure
- dissolves stress
- increases concentration power.

9. Every year thousands of persons die of earthquakes, floods and other natural disasters. Write an article in 100-120 words on the ‘Importance of Disaster Management in India’.

**Hints:**
- India needs sound disaster management
- earthquakes, floods and natural calamities
- thousands of precious lives lost
- awakening on a large scaling
- adequate preventive measures
- immediate relief and help
- government and NGOs role.

10. The recent cases of corruption have rocked the Government and the common man in India. Write an article on ‘Corruption-free India’ for publication in a local daily.

**Hints:**
- corruption free India
- a dream
- top to bottom rotten
- corruption in public life
- corrupt officials
- easily bribed
- nexus between crime and corruption
- politicians flourish on corruption.

11. Thousands of people die in India due to the ill-effects of smoking or chewing ‘gutkas’. Write an article on ‘Complete Ban on Tobacco and Tobacco Products for Human Consumption’.

**Hints:**
- Tobacco harmful
- smoking is dangerous
- causes cancer
- complete ban on smoking in public
- sale of tobacco be banned
- gutkas and pan masalas
- cancerous
- banned for consumption.

12. Drinking and driving shouldn’t go together. You feel that what Indians can learn from the western countries is the perfect road-culture on the roads. Write an article on ‘Safe Driving Can Save Precious Lives’.

**Hints:**
- road safety and road sense required
- drinking and driving can’t go together
- drunken drivers must be booked
- exemplary punishment
- safe driving
- can save precious lives.

13. Terrorism has become an essential part of the modern world. Even local acts of terrorism have international connections. Write an article on ‘Combating International Terrorism’.

**Hints:**
- Terrorism rocked civilized world
- international terrorism
- thousands of lives lost every year
- terrorism have no religion
- they are immoral and inhuman
- violence gives no solution
- terrorism must be crushed.

14. Write an article on ‘Maintenance and Preservation of Green Belts, Gardens and Park in Cities’ for a local magazine.

**Hints:**
- losing green belts
- deforestation on a large scale
- unplanned urbanization
- encroachments
- public parks and gardens
- neglected
- grow more trees
- gardens and parks lungs of cities and towns.

15. A sedentary life gives birth to all kinds of diseases. Write an article on ‘Keeping Physically and Mentally Fit and Strong’ for publication in your school magazine.

**Hints:**
- sedentary life
- in action and inactivity
- make life dull
- life must have dynamism
- energy and drive
- sound minds live in sound body
- must be physically and mentally fit and strong.